



POSITION DESCRIPTION

POSITION OVERVIEW

ABOUT US	Established in 1966, Riverkeeper is an independent, member-supported environmental organization whose mission is to protect the ecological integrity of the Hudson River and its watershed, and to safeguard the drinking water supply of nine million New Yorkers (New York City and lower Hudson Valley residents). For more information, visit www.riverkeeper.org . Riverkeeper seeks a dynamic, goal-oriented water enthusiast for the newly created position of Advocacy & Policy Coordinator, to build relationships with community and environmental justice organizations in support of Riverkeeper’s mission in advocating for policies that support clean water in New York City.
JOB TITLE	Advocacy and Policy Coordinator
DEPARTMENT	Advocacy, Policy and Planning
LOCATION	Location: hybrid remote/in-person; in-person meetings in New York City and Westchester County
REPORTS TO	Senior Director, Advocacy, Policy and Planning

POSITION SUMMARY

The Advocacy and Policy Coordinator builds and supports coalitions, and works with community organizations to advocate for policies that support clean water, resilience and equity in New York City and neighboring Hudson River communities. One of Riverkeeper’s core values is a reduction of environmental harms, especially for disproportionately impacted communities, and as such, a key aspect of this role is to work closely with environmental justice organizations and communities affected by environmental injustices related to water. The Advocacy and Policy Coordinator works in partnership with cross-functional Riverkeeper teams including Legal, Communications and Science, with the objective to achieve desired outcomes supportive of Riverkeeper’s projects. These projects include reducing sewer overflows to promote safe swimming opportunities, promoting green infrastructure solutions to stormwater, advocating for nature-based resilience solutions, promoting drinking water source protection, and lobbying for an equitable sharing of costs.

ESSENTIAL DUTIES & RESPONSIBILITIES
(This is not an exhaustive list of all job duties, responsibilities, and requirements.)

- Liaise with, build and support coalitions of community groups and not-for-profit organizations. This may include facilitation, event planning, consensus-building, organizing support, scheduling, note-taking and communications.
- Collaborate with Riverkeeper staff teams working on priority projects, with primary focus on sewer overflow and stormwater reduction, green infrastructure, equitable stormwater rates, nature-based resilience policies, and drinking water source protection.
- Develop and maintain relationships with the staff of community organizations, non-profit organizations, community leaders, elected leaders and agency officials.
- Lead or assist with community organizing efforts that support and inform Riverkeeper’s projects.
- Lobby members of New York City Council, New York State Legislature and other decision-makers, and support the effective lobbying of partners to achieve policy goals related to clean water, resilience and equity.
- Assist in the development and execution of communications strategies that support Riverkeeper’s projects, which may include writing blog posts, social media, letters or reports, and speaking to the press and at public events.
- Coordinate with Membership, Development and Fundraising staff to assist with member acquisition strategies.
- Support the organization’s Diversity, Equity, Inclusion and Justice initiatives, especially through developing strong relationships with communities impacted by environmental injustices so that those perspectives inform Riverkeeper’s work.



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EXPERIENCE & COMPETENCIES
Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the qualifications. Please know that no one ever meets 100% of the qualifications. If much of this describes you, we encourage you to apply.

This might be the right next role for you if you have at (1-4) years of relevant experience, and would likely be described as:

- A New York City-based community organizer who is from, and has worked effectively with, communities affected by environmental injustices. This position requires that the candidate be a New York City resident in order to attend meetings in any of the city’s boroughs.
- Experience in advocacy and/or policy work strongly preferred.
- A water-enthusiast who is passionate about envisioning New York City-area waterways that are safe for public swimming and teeming with wildlife, and who is committed to the mission, vision, values and goals of Riverkeeper.
- A strong relationship builder and energetic optimist who excels at working with diverse teams and values collaboration and creativity.
- Self-driven and ability to work autonomously, and be effective in a field-based/remote capacity.
- An agile thinker who can identify novel solutions and manage multiple projects simultaneously.
- Able to travel throughout New York City on a daily basis, as well as to staff events and some team meetings in the Hudson Valley 2-3 times per month.
- Possessing excellent research and written communications skills, and adept at public speaking.
- Proficiency with Google Suite, PowerPoint and Excel.

OTHER EMPLOYMENT DETAILS

HOURS / SHIFTS	This non-exempt position is full time (40 hours), with occasional overtime as necessary. This position requires flexibility to work some evenings and weekends.
SALARY	Base salary range: \$50,000 - \$60,000 annualized, commensurate with experience; over-time compensation as required.
BENEFITS	Riverkeeper offers health, dental, vision, life and disability coverage, retirement savings plan match, Paid Time Off (vacation, sick, personal days, parental leave, holidays, summer Fridays), and other benefits; closed between Christmas and New Year’s Day holidays.
OTHER	All employees must be fully vaccinated for Covid-19.

Please submit a resume and cover letter via email to humanresources@riverkeeper.org. Please write ‘Advocacy and Policy Coordinator’ in the subject line. The position will be open until filled.

Riverkeeper is an AA/EEO employer. Riverkeeper is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law.

People from diverse backgrounds are encouraged to apply.